

Job Title: Construction Administrator I FLSA Status: Non-Exempt

Reports to: Senior Construction Administrator/Partner

SUMMARY

Administrative coordination of specific construction administration functions for the company.

Primary Responsibilities:

Includes the following and other duties may be assigned.

- Maintains weekly update of all shop drawings for projects in CA Phase. Monitors timely returns of shop drawings.
- Logs shop drawing receipt on electronic Project Tracking file.
- Prepares transmittals, sends approved shop drawings to General Contractor, and uploads approved shop drawings onto file sharing software.
- Assists Construction Administrator III in the preparation of project Change Orders.
- Logs Change Order on BKV standard C.A. electronic Project Tracking file.
- Receives RFI's from the General Contractor for review and distribution to applicable design discipline.
- Processes RFI responses to General Contractor and log on electronic Project Tracking file.
- Assists Construction Administrator, with the assistance of architectural intern, in the managing of all project related and Construction Administration Electronic Project Folders.
- Processes and disperse general project correspondence, reports (i.e. Field Reports, etc.).

Job Requirements:

- Must have an Administrative Program Certificate, Associates Degree in Architectural Technology or Construction Management, or the equivalent education and experience.
- Preferred 1-3 years related experience.
- Must be proficient in Microsoft Office Suite.
- Ability to define problems, collect data, establish facts, and provide valid conclusions. Must have the ability to write reports and project correspondence. Must possess excellent organizational and time management skills.
- Must have the ability to effectively present information and respond to questions from managers, clients, and the general public.
- Must be fluent in reading, writing, and speaking the English language.